



EUREKA FIRE DEPARTMENT
533 "C" Street
Eureka, CA 95501
(707) 441-4000

Banner Check Off List



- ☐ The Eureka Fire Department maintains the reservation calendar for the two banner locations at 5th & "C" Streets and Harris & Spring Streets. Reserve dates for banner.
- ☐ Complete the Banner Hanging Application.
- ☐ Obtain a Certificate of Insurance and Additional Insured Endorsement required by the City of Eureka.
- ☐ Obtain a Cal Trans Encroachment Permit at the Cal Trans Office, 1656 Union Street, Eureka, (707) 445-6390. (*Permit required for the 5th & "C"/US Highway 101 location.*) Blank form and sample provided.
- ☐ Ensure the banner conforms to construction requirements listed on the Banner Hanging Application.
- ☐ Obtain Fire Department approval/signature on Banner Hanging Application for items listed above.

5th & "C" Street location:

- ☐ 10 days prior to installation date, submit required paperwork and banner to the Administrative Services Assistant at Eureka Fire Department, 533 "C" Street.

Harris & Spring Street location:

- ☐ 10 days prior to installation date, submit required paperwork and banner to the General Forman's Clerk at Pacific Gas & Electric Company, 2455 Myrtle Avenue.

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- ☐ After the removal date, pick up banner from Eureka Fire Department or Pacific Gas & Electric, within two weeks.



EUREKA FIRE DEPARTMENT
533 "C" Street, Eureka, CA 95501

Banner Hanging Application

Applicant: _____

Organization: _____

Address: _____

Phone Number: _____

Purpose for Banner: _____

Permits shall be issued only to civic organizations or public agencies for the purpose of bringing to the attention of the public events which are of a general public interest, such as parades, fairs and community celebrations. No permit shall be issued to further political, or commercial events.

No permit will be issued for a period in excess of two weeks.

Banner Location, Requirement(s) & Dates:

<input type="checkbox"/> <u>5th & "C" Streets</u> <i>(Installed by fire department personnel on Sundays only, due to a light traffic flow)</i> <input type="checkbox"/> Contact Information: Administrative Services Assistant Eureka Fire Department 533 "C" Street Eureka, CA 95501 (707) 441-4000 <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Cal Trans Encroachment Permit <i>(Attach to application)</i> Date of Install: _____ Date of Removal: _____	<input type="checkbox"/> <u>Harris & Spring Streets</u> <i>(Installed by PG&E personnel, due to high voltage lines)</i> <input type="checkbox"/> Contact Information: General Foreman's Clerk Pacific Gas & Electric 2475 Myrtle Avenue Eureka, CA 95501 (707) 445-5564 <input type="checkbox"/> Certificate of Insurance <i>(Attach to application)</i> Date of Install: _____ Date of Removal: _____
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Banner Construction: *(Banner must conform to requirements listed below and will be validated prior to hanging)*

- ☐ Banner to be no smaller than 24" high by 12' wide and no larger than 30" inches high by 15' feet wide.
- ☐ 10 oz. reinforced banner material or material of equal strength, hemmed edges with reinforced corners.
- ☐ Banners shall have a minimum of six (6) vents for a 24" x 12' banner and eight vents for a 30" by 15' banner (*stitched reinforced vents.*) Vent openings shall be of a size sufficient to pass an adult fist through.
- ☐ Letters shall be a minimum of 6" in height. Painted letters shall be of a type that will not run in wet weather.
- ☐ **5th & "C" Streets:** Street Banner to have a one inch, 3000 pound rated nylon webbing running continuously along the upper and lower (top & bottom) dimensions of the banner with 1/4" steel O-rings triple stitched in the ends of the webbing. This assembly shall be of sufficient design and construction to adequately support the banner by the four corners.
- ☐ **Harris & Spring Streets:** One-half inch (1/2") manila, or three-eighths inch (3/8") nylon or polypropylene, rope will be utilized for hanging the banner. The rope will extend the length of the banner both top and bottom. An excess of twenty-five feet (25') of rope will extend beyond the four corners for tying to the poles. The rope at the top and bottom of the banner is to be tied at each corner as close to the banner as possible. This is to keep the banner from sliding back and forth on the rope.

In signing this permit, applicant and or contractor agree to terms and conditions stated hereon and/or attached hereto.

Hold Harmless Agreement

APPLICANT shall indemnify and hold harmless CITY and its officers, officials, employees, and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of CITY.

Applicant Signature Date: _____ Fee: (Waived)

Fire Department Approval:

Date: _____



CITY OF EUREKA
531 "K" Street, Eureka, CA 95501

Certificate of Insurance Requirements

Prior to Banner installation, the applicant/organization shall furnish to the Eureka Fire Department certificate and endorsement(s) of insurance showing that they have the following minimum insurance coverage. Coverage shall be effective through the term of the installation.

General Liability: \$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury, and property damage.

In addition to a Certificate of Insurance the applicant must provide an Additional Insured Endorsement which must contain the following specific components: (See attached example.)

1. The insurance policy number.
2. A statement that includes the following language:

"The City of Eureka, including its officers, officials, employees, and volunteers, are insured."

3. A statement that includes the following language:

"The insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it."

4. A statement that includes the following language:

"The insurance afforded by this policy shall not be canceled except after thirty days prior written notice by certified mail return receipt requested has been given to the City."

5. An original, authorized signature.

Note: A CG 20 10 11 85 Form is preferred for General Liability Endorsements. Alternative endorsement may be substituted, but must reference "your work".

CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

(the "City")

PRODUCER

THIS CERTIFICATE OF INSURANCE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**BEST'S
RATING****COMPANIES**COMPANY
LETTER**A**COMPANY
LETTER**B**COMPANY
LETTER**C**COMPANY
LETTER**D**COMPANY
LETTER**E**

INSURED

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE*	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> OTHER _____				GENERAL AGGREGATE	\$
					PRODUCTS-COMP/OPS AGGREGATE	\$
					PERSONAL & ADVERTISING INJURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MEDICAL EXPENSE (Any one person)	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
	<input type="checkbox"/> WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY	
					EACH ACCIDENT	\$
					DISEASE-POLICY LIMIT	\$
					DISEASE-EACH EMPLOYEE	\$
	PROPERTY INSURANCE <input type="checkbox"/> COURSE OF CONSTRUCTION				AMOUNT OF INSURANCE	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

THE FOLLOWING PROVISIONS APPLY:

1. None of the above-described policies will be canceled until after 30 days' written notice has been given to the City at the address indicated below.
2. The City, its officials, officers, employees and volunteers are added as insureds on all liability insurance policies listed above.
3. It is agreed that any insurance or self-insurance maintained by the City will apply in excess of and not contribute with, the insurance described above.
4. The City is named a loss payee on the property insurance policies described above, if any.
5. All rights of subrogation under the property insurance policy listed above have been waived against the City.
6. The workers' compensation insurer named above, if any, agrees to waive all rights of subrogation against the City for injuries to employees of the insured resulting from work for the City or use of the City's premises or facilities.

CERTIFICATE HOLDER/ADDITIONAL INSURED

(CITY)

AUTHORIZED REPRESENTATIVE

SIGNATURE _____

TITLE _____

PHONE NO. _____

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 12 07 98

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED --
STATE OR POLITICAL SUBDIVISIONS -- PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State or Political Subdivision: **City of Eureka, Its Officers, Officials, Employees, and Volunteers**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section 11 - Who Is An Insured is amended to include as an Insured any state or political subdivision shown in the Schedule, subject to the following provisions:

This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit

2. This insurance does not apply to;
- a. "Bodily Injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality, or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

Such insurance as is afforded by the General Liability policy is primary insurance and all other insurance shall be excess and not contribute to the insurance afforded by this endorsement.

SAMPLE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
STANDARD ENCROACHMENT PERMIT APPLICATION
 TR-0100 (REV. 01/2004)

Permission is requested to encroach on the State highway right-of-way as follows:
 (Complete all BOXES [write N/A if not applicable])
 This application is not complete until all requirements have been approved.

1. COUNTY HUMBOLDT		2. ROUTE 101	3. POSTMILE 78.34
4. ADDRESS OR STREET NAME		5. CITY EUREKA	
6. CROSS STREET (Distance and direction from site) C STREET		7. PORTION OF RIGHT-OF-WAY BANNER	
8. WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR		9. EST. START DATE 00/00/00	10. EST. COMPLETION DATE 00/00/00
11. EXCAVATION	MAX. DEPTH N/A	AVG. DEPTH N/A	AVG. WIDTH N/A
			LENGTH N/A
			SURFACE TYPE N/A
			12. EST. COST IN STATE RAW N/A
13. PIPES	PRODUCT TYPE N/A	DIAMETER N/A	VOLTAGE / PSIG N/A
			14. CALTRANS PROJECT E.A. NUMBER N/A

15. ☐ Double Permit Parent Permit Number _____
 Applicant's Reference Number / Utility Work Order Number _____

16. Have your plans been reviewed by another Caltrans branch? NO ☒ YES ☐ (If "YES" Who? _____)

17. Completely describe work to be done within STATE highway right-of-way :
 Attach 6 complete sets of FOLDED plans (folded 8.5" X 11" [216 mm X 280 mm]), and any applicable specifications, calculations, maps, etc.
 All dimensions shall be in dual units (English and metric), OR exclusively in metric units.

ENTER THE STATE HIGHWAY RIGHT OF WAY AT HUM-101 AT
 POSTMILE 78.34 TO INSTALL A BANNER ADVERTISING THE
 "BANNER INFORMATION" TO BE HELD 00/00/00 THRU 00/00/00.

18. Is a city, county, or other agency involved in the approval of this project?
☐ YES (If "YES", check type of project and attach environmental documentation and conditions of approval.)
☐ COMMERCIAL DEVELOPMENT ☐ BUILDING ☐ GRADING ☐ OTHER _____
☐ CATEGORICALLY EXEMPT ☐ NEGATIVE DECLARATION ☐ ENVIRONMENTAL IMPACT REPORT ☐ OTHER _____
☒ NO (If "NO", please check the category below which best describes the project, and complete page 4 of this application.)
☐ DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING ☐ FENCE
☐ PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS ☐ MAILBOX
☒ FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS ☐ EROSION CONTROL
☐ OTHER _____ ☐ LANDSCAPING

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource?
 (If "YES", provide a description) ☐ YES ☒ NO

20. Is this project on an existing highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? ☐ YES ☒ NO (If "YES", provide a description)

21. Is work being done on applicant's property? ☐ YES ☒ NO (If "YES", attach site and grading plans.)

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 01/2004)

22. Will this proposed project require the disturbance of soil within highway right-of-way? ☐ YES ☒ NO
 If "YES", estimate the area in square feet AND acres: _____ (sq ft) _____ (acres)
23. Will this proposed project require dewatering? ☐ YES ☒ NO
 If "YES", estimate daily volume in gallons per day: _____ (gpd)
24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?
☐ Storm Drain System ☐ Combined Sewer / Storm System ☐ Storm Water Retention Basin
☐ Other (explain): _____

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees to that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with Caltrans rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the indemnities, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of indemnities. The Applicant, however, shall not be obligated to indemnify indemnities for Claims arising from conduct delineated in Civil Code Section 2782.

DISCHARGES OF STORM WATER AND NON-STORM WATER: Work within State highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department of Transportation (Department), to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

<http://www.dot.ca.gov/hq/construc/stormwater1.htm>

25. NAME of APPLICANT or ORGANIZATION (Print or Type)		E-MAIL ADDRESS	
ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)			
PHONE NUMBER		FAX NUMBER	
26. NAME of AUTHORIZED AGENT / ENGINEER (Print or Type)		IS LETTER OF AUTHORIZATION ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	E-MAIL ADDRESS
ADDRESS of AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)			
PHONE NUMBER		FAX NUMBER	
27. SIGNATURE of APPLICANT or ORGANIZATION	28. PRINT OR TYPE NAME	29. TITLE	30. DATE

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 01/2004)

FOR CALTRANS USE

Permission is requested to encroach on the State highway right-of-way as follows:

(Complete all BOXES [write N/A if not applicable])

This application is not complete until all requirements have been approved.

1. COUNTY		2. ROUTE		3. POSTMILE	
4. ADDRESS OR STREET NAME				5. CITY	
6. CROSS STREET (Distance and direction from site)				7. PORTION OF RIGHT-OF-WAY	
8. WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR				9. EST. START DATE	
				10. EST. COMPLETION DATE	
11. EXCAVATION	MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	SURFACE TYPE
12. EST. COST IN STATE RW					
13. PIPES	PRODUCT TYPE		DIAMETER	VOLTAGE / PSIG	14. CALTRANS PROJECT E.A. NUMBER

15. ☐ Double Permit Parent Permit Number _____
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18. Is a city, county, or other agency involved in the approval of this project?

☐ YES (If "YES", check type of project and attach environmental documentation and conditions of approval.)

☐ COMMERCIAL DEVELOPMENT ☐ BUILDING ☐ GRADING ☐ OTHER _____

☐ CATEGORICALLY EXEMPT ☐ NEGATIVE DECLARATION ☐ ENVIRONMENTAL IMPACT REPORT ☐ OTHER _____

☐ NO (If "NO", please check the category below which best describes the project, and complete page 4 of this application.)

☐ DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING

☐ PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS

☒ FLAGS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS

☐ OTHER _____

a _____
 EROSION CONTROL
☐ LANDSCAPING

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? ☐ YES ☐ NO
 (If "YES", provide a description)

20. Is this project on an existing highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? ☐ YES ☐ NO (If "YES", provide a description)

21. Is work being done on applicant's property? ☐ YES ☐ NO (If "YES", attach site and grading plans.)

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 01/2004)

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_____ (acres)23. Will this proposed project require dewatering? ☐ YES ☐ NO

If "YES", estimate daily volume in gallons per day: _____ (gpd)

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?

☐ Storm Drain System ☐ Combined Sewer / Storm System ☐ Storm Water Retention Basin☐ Other (explain): _____**PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.**

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The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnitees, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnitees. The Applicant, however, shall not be obligated to indemnify Indemnitees for Claims arising from conduct delineated in Civil Code Section 2782.

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<http://www.dot.ca.gov/hq/construc/stormwater1.htm>

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E-MAIL ADDRESS

ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)

PHONE NUMBER

FAX NUMBER

26. NAME of AUTHORIZED AGENT / ENGINEER (Print or Type)

IS LETTER OF AUTHORIZATION ATTACHED?

E-MAIL ADDRESS

☐ YES☐ NO

ADDRESS of AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)

PHONE NUMBER

FAX NUMBER

27. SIGNATURE of APPLICANT or ORGANIZATION

28. PRINT OR TYPE NAME

29. TITLE

30. DATE